# Western Sydney Region RTO

**Assessment Package**

**Package Overview for Assessors**

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| **Package Number**  **Package Title** | BSB07 – Package One.  *Prepared for Work* | |
| **Training Package** | Business Services (BSB07) | |
| **Unit(s) /Elements to be assessed by this package:** | BSBCMM201A Communicate in the workplace (All)  Gather, convey and receive information and ideas  Complete workplace documentation and correspondence  Communicate in a way that responds positively to individual differences  BSBOHS201A Participate in OHS Processes (All)  Work Safely  Implement workplace safety requirements  Participate in OHS consultative processes  Follow safety procedures  BSBWOR204A Use Business Technology (All)  Select and use technology  Process and organise data  Maintain technology  BSBITU102A Develop keyboard skills (All)  Use safe work practices  Identify and develop keyboard skills  Check accuracy | |
| **Package contents and information for assessors** | **Pages 2-4** | The Assessment Notice includes the **task description** andis provided to students. The suggested timeframe for this activity is 2 ½ - 3 hoursSuggestions for Carrying Out Task  * Students should be paired prior to task commencement * Teacher to decide which pairs will address which components of the OH&S package |
|  | **Page 5 - 6** | **Student Self Assessment**  This checklist is designed to be handed to the student. It enables the student to undertake a self assessment before submission of the task. The completed checklist should be handed to the assessor with the completed task. The assessor is than able to use the checklist to determine competence and provided feedback  **Observation Checklist**;  This checklist is for use by assessors to determine consistency in observation. |
|  | **Page 7** | The **Assessment feedback sheet** should be completed by the assessor and provided to the student when all aspects of the task have been completed and additional verbal feedback and opportunities for re- assessment if necessary discussed. |
| **Equipment and/or resources required** |  | Access to personal computer and printer.  Access to internet and email. |
| **Other comments** |  |  |

# Western Sydney Region

# Vocational Education and Training

### Assessment Notice

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| **VET Framework: Business Services** | |
| **Assessor / Teacher:** | |
| **Unit of competency**  BSBCMM201A Communicate in the workplace  BSBOHS201A Participate in OHS Processes  BSBWOR204A Use Business Technology  BSBITU102A Develop keyboard skills | |
| **Date Given : Due Date:** |
| Employability Skills are contained in this assessment |

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| **Task Description: this task will be completed in 2 parts**  You and a colleague have been asked by your supervisor to contribute to the package that will be used for the new employee’s induction program. The section of the package you have been asked to do is OH&S In the Workplace. There are 4 sections of this package. You need to produce one part of the package that will be assigned to you by your supervisor.   * + 1. What is OH&S? Describe the role of the:- Health and Safety Officer, OH&S Committee, Manager/Supervisor, Union Representative   + 2. What is a Hazard? How to Identify a Hazard? Procedures to follow when a hazard is identified in the workplace.   + 3. What is Occupational overuse syndrome? How to prevent it in the workplace   + 4. What is Ergonomics? How to follow good ergonomic practices in the workplace.   Your package based on the section you have chosen with your colleague must include:   1. Select a word processor that will assist you in producing pages that will be included with the other sections for the ‘OH&S in the Workplace’ BOOKLET. To ensure continuity of all sections headings must be in “Tahoma” font size 14 with the body of in Arial font size 10. You must use diagrams from the internet to enhance your section of the package. Edit your work prior to printing. Supply a hard copy to your supervisor. 2. Use the information that you have created for the ‘OH&S in the Workplace’ booklet to produce a POSTER for the classroom. It needs to be attractive and eye catching. Produce one copy for the classroom. 3. Using the memorandum received complete the task. 4. Send a copy of the work you have completed with your colleague as an email attachment to your supervisor. |

 **Memorandum**

|  |  |
| --- | --- |
| To | Administration Assistant |
| From | Administration Manager (Class teacher) |
| Date |  |
| Subject | **Seminar confirmation** |

We have been asked to notify new staff of the induction for new personnel next month. The induction program is called ‘Working with us’ and will focus on OH&S in the Workplace.

The program will run on the 20th of next month and will run from 9- 11am. The venue will be in the Conference Room here at Swaggies Head Office. New staff will need to bring their copy of the OH&S in the Workplace package with them.

Use the draft copy of the letter from your supervisor to type a new letter advising one of the new employees of the OH&S in the Workplace program. The letter will be advising them of the date, venue and the times of the induction program. New employees details can be located in:

*Public>Swaggies>Classroom Setup>HR Department>Employees>* folder.

The letterhead for your document can be located in:

*Public>Swaggies>Classroom Setup>General Stationary* folder.

You will need to refer to the style guidelines for business letters in the Swaggies Policy and Procedures Manual.

Proofread the letter. Save the letter to your personal folder as **semletter‑yourname.doc**.

Employee Name

Address

Date

Dear (employees name),

Welcome to Swaggies we are happy to have you on the team. At Swaggies we value continual workplace learninig and development. Our staff have created an induction program to assist in your transition. To our workplace. The induction program will focus on Occupational Health and Safety in the Workpalce. Please note the folliwng details in your diary:

* Date : (insert)
* Time (insert)
* Location: (insert)
* What to Bring:

We hope you are settling in well and are looking forward to meeting you at the Working With Us induction program. With any questions that you may have.

Yours Sincerely,

Lyn Singh

Human Resource manager



**Student Self Reflection**

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| --- | --- |
| **Candidate name:** |  |
| **Unit:** | Theme 1; Preparing for Work |
| **Assessor / Teacher:** |  |

| **During the production of the OH & S resources?**  *( insert a tick for ‘yes’, cross for ‘no’,* | **Student** |
| --- | --- |
| Did you apply relevant OH&S work practices throughout the task? |  |
| Did you use appropriate software to produce your section for the OH&S in the Workplace booklet manual? |  |
| Did you access the internet to obtain information including graphics for your manual? |  |
| Does your poster communicate the required information for the targeted audience? |  |
| Did you refer to the style guidelines for business letters in the Swaggies Policy and Procedures Manual? |  |
| Have you proof read and edited the letter to be sent to the new employee? |  |
| Has your teacher received the email attachments requested? |  |
| Have you saved a copy of your work in your personal file? (Show your teacher) |  |
| Did you apply the appropriate touch typing technique? |  |
| Did you check for any faults in the equipment that you used. If so, did you advise your teacher? |  |

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| **Candidate Self Reflection** |
| What did you feel you did well in for this task?  Where do you feel you could improve? |

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| **Candidates signature:** |  | **Date:** |  |
| **Assessor signature:** |  | **Date:** |  |

Observation checklist

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate name:** |  | | | | | | |
| **Assessor name:** |  | | | | | | |
| **Units of competency:** | BSBCMM201A Communicate in the workplace  BSBOHS201A Participate in OHS Processes  BSBWOR204A Use Business Technology  BSBITU102A Develop keyboard skills | | | | | | |
| **Date of assessment:** |  | | | | | | |
| **Procedure:** |  | | | | | | |
| **During the demonstration of skills, did the candidate:** | | | | **Yes** | **No** | **Comments** | |
| Demonstrate safe work practices | | | | ❑ | ❑ |  | |
| Work collegially with peer | | | | ❑ | ❑ |  | |
| Information collected from appropriate sources – Internet and Policy and procedures manual. | | | | ❑ | ❑ |  | |
| Demonstrate the use of different business technology – saving work and email | | | | ❑ | ❑ |  | |
| Required time frame adhered to | | | | ❑ | ❑ |  | |
| Routine maintenance carried out and faulty equipment identified | | | |  |  |  | |
| The candidate’s performance was: | | | Not Satisfactory ❑ | | | | Satisfactory ❑ |
| **Feedback to candidate:**  - – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – –  - – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – –  – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – –  **Feedback from candidate:** - – – – – – – – – – – – – – – – – – – – – – – –  – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – –  - – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – | | | | | | | |
| **Candidate signature:** | |  | | | | | |
| **Assessor signature:** | |  | | | | | |

# Western Sydney Region RTO

# Vocational Education and Training

**Assessment Feedback**

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| **VET Framework:** Business Services |
| **Assessor / Teacher:** |
| **Unit of competency**  BSBCMM201A Communicate in the workplace  BSBOHS201A Participate in OHS Processes  BSBWOR204A Use Business Technology  BSBITU102A Develop keyboard skills |
| **Due Date: Date Received:** |

**Overall Result**

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| --- | --- | --- |
| **Unit Code** | **Elements of Competency** | **Competent/Not Yet Competent** |
| BSBCMM201A Communicate in the workplace | 1. Gather, convey and receive information and ideas |  |
|  | 1. Complete workplace documentation and correspondence. |  |
|  | 1. Communicate in a way that responds positively to individual differences. |  |
| BSBOHS201A Participate in OHS Processes | Work safely |  |
|  | Implement workplace safety requirements |  |
|  | Participate in OH&S consultative processes. |  |
|  | Follow safety procedures |  |
| BSBWOR204A Use Business Technology | Select and use technology |  |
|  | Process and organise data |  |
|  | Maintain technology |  |
| BSBITU102A Develop keyboard skills | Use safe work practices |  |
|  | Identify and develop keyboard skills |  |
|  | Check accuracy |  |

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| **Assessor / Teacher Comment:**  **Teacher Signature:**  ……………………….. **Date**:…… **Student Signature:**  …………………….. **Date**: . |